

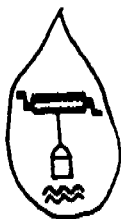
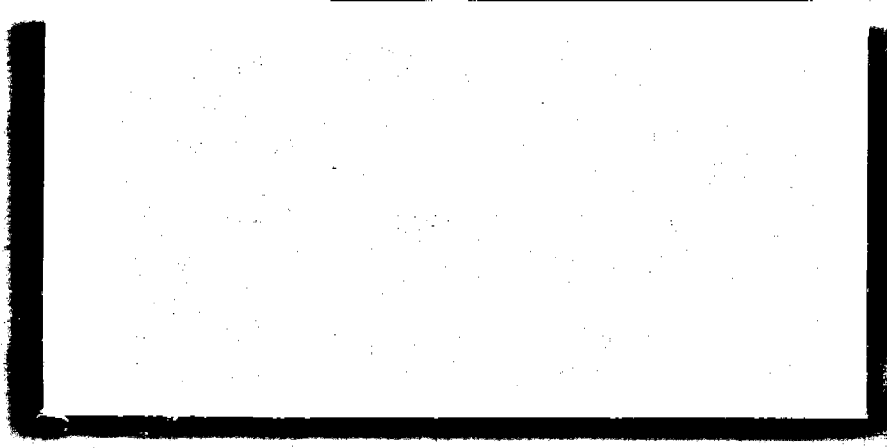
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REPUBLIC OF ZAMBIA

DEPARTMENT OF WATER AFFAIRS



RURAL WATER FOR HEALTH PROJECT

824-ZM89-10513

Guidelines for

Reporting

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SANITATION (IRC)

*Y, included
of the "PAPA"*

November 1989

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Chapter I Introduction

However reporting is by most of the people considered to be normal and necessary activity it is often felt as an inconvenient and difficult task which should take a minimum of time.

On the other hand persons who receive reports are often buried under a obscure heap of information which disappears in drawers Both the writer and the receiver (who will most probably a writer in his turn) should clearly know what information is required and usefull.

This guideline is a step in the proces of improving allthe reports made within the Department of Water Affairs, with special attention to the staff from the RWHP.

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Chapter II Reporting

2.1 What is reporting

Reporting consists of three closely related activities.

- a. Monitoring
- b. Evaluation
- c. Planning.

a Monitoring could here be described as: gathering , compiling and analysing information on the activities carried out and its effects.

b Evaluation is: Analyse to what extend the activitites have contributed to the objectives and analyse the constraints which influenced the process.

c Planning is Describing the activities which will be carried out in the coming period and put these in a logic frame work.

These three aspect should be always part of reporting.

2.2 Why reporting

Reporting is necessary for all levels of organisation involved to see to what extend the activities are carried out and what the overall progress is compared to the plans.

It also gives opportunities to inform a range of ministries, institutions and organisation who might not be directly responsible but have close working links with or are interested in the activities carried out.

Reporting is not only needed to provide 'higher' levels with the right information, it is also a tool for one self to monitor own activities.

2.3 Reporting to whom

If we take for example the Rural Water for Health Project and see to whom reporting is necessary.

1. The persons executing his/her tasks needs on regular base a point of evaluation and planning. Writing a report forces this officer to analyse the achievement and to make plans for the future.
2. The Department of Water Affairs should be informed on progress to give ample opportunities to monitor, guide and support the activities. Not only on District level , but also on Provincial and National Level.
3. The same applies for othe government institutions which have close links with the project : Ministry of Health, Dep. of Social Development , the Council, other project within Zambia involved in rural water and sanitation project etc.
4. The donor (ministry of Foreign Affairs) and the executing organisation (SNV-Netherlands Development Organisation) also are interested in progress and results to estimate if their contribution is supporting the development which they anticipated.

2.4 Content reports

This is often a point of confusion. First of all it is clear that the report should cover all activities carried out, regardless if **there were** planned.

Secondly the question arises how detailed the report should be. In fact all levels within an organisation who require a report should define their need for information. This paper is a start to give more clear guidelines.

The information compiled in a report will not all be passed to a higher level. Part of it is being used for internal monitoring only and part of it (the mainlines) will be part of reporting upwards. With each step the information is reduced to a more general overview.

2.5 The structure of reports

All reports should be structured in the same way. A fixed defined chapters and paragraphs makes it easy for all persons involved to refer to other reports and to compile summary reports and contributes to an easy reading ; information will be rapidly traceable and available.

A second aspect of the structure is the need for uniformity with the planning documents (Project Document and Annual Plan) Only then a quick comparison can be made by all users of reports.

Chapter III Detailed instructions

3.1 Overview reporting system RWHP-project level

Responsible officer	Frequency per year	Report send to	Copies	Maximum time to submit after last period
- Project Manager	2	Provincial Water Engineer	Director DWA .SNV .Neth Embassy .P.P.U. .RWS project(4x) .Project staff(7x) .P.H.I. .P.S.D.O. .Institutions .IRC	1 month
-Project Supervisors	4	Project Manager	.O.I.C-DWA (2x) .1copy for Council .Project staff (6x) .P.W.E. .D.H.I. .D.S.D.O	15days
-Participate and Education Adviser, Liaison officers	4	Project Manager	.P.H.I. .P.S.D.O. .P.W.E. .Project staff(6x) .IRC	15days
-Accountant Administrator	4+1	Project Manager	.P.W.E. .E.O.-DWA .Project staff(6x)	15days
-Mechanical Supervisor	4	Project Manager	.P.W.E. .M.S.I.-DWA .project staff (6x)	15days

3.2 Structure of report

All reports should contain the next Chapters.

- Introduction
- Summary
- Progress versus planning
- Constraints/solution and facilitating factors /actions
- Plans for next period
- Financial aspects.

3.2.1 Introduction

In this chapter (which can be very short) you describe a brief introduction to your report.

For example:

"This report covers the month of April, May and June.

This period was mainly characterised by a strong increase of activities caused by the arrival of resources like transport and machines.

This is an encouraging step forwards in the development of the project. The change of the posting of a senior staff member gave extra workload but is also considered to be vital for further progress".

3.2.2 Summary

This chapter should give to all readers a short but clear overview of the progress, especially how this is contributing towards the project objectives.

In fact this chapter should be written after chapter 3 has been written. Remarkable progress or constraints can be mentioned here while it will be more detailed described in chapter 3 or 4.

Divide this chapter in four paragraphs:

- 2.1 Water supply facilities
- 2.2 Sustainability
- 2.3 Health benefits
- 2.4 Institutional aspect
- 2.5 Points of Interest

All referring to the immediate objective described in the Project Document (see p.5 and 6)

For each paragraph try to analyse the major constraints and achievements which contribute to that specific objective or may be also to other objectives.

3.2.3 Progress versus planning

This chapter forms the main part of the report and should consist of the following paragraphs

- 3.1 Watersupply facilities
- 3.2 Sustainability
- 3.3 Participation and Education Programme
- 3.4 Institutional strengthening
- 3.5 Research /Investigation
- 3.6 Liaison with other ministries and projects
- 3.7 Mechanical Workshop
- 3.8 Project management /organisation.

It is clear that not all staff are involved in these eight fields. If this is the case you only write the number and title of this paragraph and jump one line to the next.

If your job description requires action in this field but for some reason nothing has been done, indicate this (Do not jump this paragraph) (see also chapter III, par, 3.5-3.8)

The end of each paragraph should contain a "Conclusion" in which the achievements are compared to the planning.

It is important that you stick to a pure listing of achievements. Do not explain situations, reasons of delay, opinions, circumstances or ideas.

These should be mentioned in Chapter 4 or 5.

3.2.4 Constraints/solution and facilitating factors/actions

This chapter should contain two paragraphs:

-4.1 Constraints and solutions

-4.2 Facilitating factors and actions

-4.1 In this paragraph you list the constraints encountered in the past period plus a proposed solution or under taken actions

For example:

4.1.1 A lack of the availability of reinforcement wire reduced the production of well liner.

A proposal has been made to order steel from Botswana as it is not expected that the situation on the local market will improve on short term."

Another solution might be

"A proposal will be made in October to start investigation on the production of liners without reinforcement. In the mean time a new order in Botswana has been made."

Often constraints are mixed up with other situations.

A constrain can be described as follows: a situation or influence which is beyond the influence of a specific responsibility level and was not foreseen.

Some examples of situations/influences which are not constraints:

1. Wells are drying up.

This problem was foreseen by the Project Document and is supposed to be tackled by the activities.

2. No cement in stock

If the cement was not available from the supplier than that is the actual constraint but if it was available from the suppliers than the reason is poor management and can not be considered as a constrain.

3. Shifting cultivation causes a low contribution from the villagers during digging.

This situation was known during the informulation of the Annual plan and the project is supposed to take this factor into account during planning.

4.2 In this paragraph you can describe factors or actions which have a positive influence on the achievements or results and were more or less not anticipated.

It is important to write down some positive points after a (sometimes long) listing of problems. Not only for the writer its self, but it might stimulate involved ministries or departments to continue in this line which is considered to be facilitating to the project.

3.2.5 Plans for next period

In this chapter you indicate the planned activities and achievements for the next period, in the same structure as chapter 3, "Progress versus planning"

Indicate if your plans are not in line with the annual plan and give reasons why.

Keep this chapter short, listing your activities and quantities (if necessary) and short review of the expected results (if clearly to define)

3.2.6 Financial aspect.

see chapter 3.7

3.3 Lay out

The covering page should be the format according to Annex I

The second page will contain the content and page numbering.

The content will always be the same (see annex II)

Then the report follows and the last page should be an empty one.

3.4 Covering letter.

The reports should be forwarded with a covering letter addressed to the whom you are suppose to report. On the bottom of the letter please indicate the cc's according to 3.1

3.5 Report Project Supervisor

Paragraph 3.1

Should contain the next sub paragraphs.

-3.1.1 Selection

-3.1.2 Preparation

Survey, assesment, promotion visits, prefabrication concrete products and windlasses

The progress on the prefabrication of goods should be given as follows.

Period	Liners			Blocks		Covers	Windlasses	
	B.P	BNP	S.P	SNP	B		S	New
JAN-MAR								
APR-JUN								
JUL-SEP								
OCT-DEC								
TOTAL								

*Other work
issued 20
Complete fish*

3.1.3 Construction:

Number of finished wells (see 3.5.2, technical assistance given selfhelp by villagers, tools issued (no of villages)

The progress on well construction should be indicated on the well list as already introduced. Some small changes will be made and the list will be put in the Computer. After every report an outprint will be made and forwarded. On this one one can insert the changes (in red) which will be insterted in the computer again.

This list should be attached as annex to the report. In the text an overview has to be given as follows:

	Period	New Wells	Deepened Wells	Rehabilitated Wells	total
Finished	JAN-MAR				
	APR-JUN				
	JUL-SEP				
	OCT-DEC				
	Total				

Under construction.

3.1.4 Monitoring /supervision

-Monitoring ground water fluctuation , waterquality quality construction, supervision to staff ect.

3.1.5. Trainig

3.1.6 Additional activities

Paragraph 3.2

Reporting activities carried out to build a sustainable save water supply structure, especially with regard to maintenance, e,g training on technical tasks of villagers, minimising maintenance requirements, setting up of water revenue collection, training of W.W.C.'s

Paragraph 3.3

Should contain information of the activities carried out by the C.A.'s +HA's possibly detectable results and effects, training and workshops in this field and their result, integration with technical assistance given,

Paragraph 3.4

Indicate which activities /action are contributing to a stronger foundation within the Department of Water Affairs and to a increasing capacity of DWA to implement, monitor and support the project.

Paragraph 3.5

Indicate the investigations still ongoing and newly started the activities carried out possibly give results. If the results prove to be positive, explain how this can be used to improve the project activities.

Paragraph 3.6

Describe activities undertaken which may contribute to a stronger liaison with other ministries /Department and other projects.

Paragraph 3.7

However this is not directly applicable to the P.S. it might be an opportunity to make suggestions

Paragraph 3.8

This chapter should contain information on

- Changes in staff or organisation structure
- Planning, Monitoring and evaluation activities
- Supportmissions
- Procurement
- Buildings
- Internal coordination (e.g.meetings)

3.6 Report Mechanical Supervisor.

Paragraph 3.1

Describe activities carried out which supports the Project Supervisor as far as well construction is concerned E.g. involvement in production or development windlasses.

Paragraph 3.2

N.A

Paragraph 3.3

N.A

Paragraph 3.4

see report Project Supervisor

Paragraph 3.5

N.A

Paragraph 3.6

see report Project Supervisor

Paragraph 3.7

This chapter should consist of the following subparagraphes.

- 3.7.1 Maintenance /repair vehicles, machines and equipment.
Describe generally activities undertaken and refer to annex I (see annex III)
Specify major repairs and possibly cause for damage
- 3.7.2 Maintenance buildings

3.7.3 Training

Describe activities undertaken which involves training of staff, either seconded or not seconded

Paragraph 3.8 see Report Project Supervisor.

3.7 Report Participation Education Adviser and Liaison Officer MOH and DOSD.

Paragraph 3.1

Indicate activities carried out related to selection and application

Paragraph 3.2 see Report Project Supervisor

Paragraph 3.3

In this chapter the main activities of the P.E.P can be described according to the workplan 1989, except for activities which clearly fall under an other paragraph.

Paragraph 3.4 See Report Project Supervisor

Paragraph 3.5 See Report Project Supervisor

Paragraph 3.6 See Report Project Supervisor

Paragraph 3.7 N.A

Paragraph 3.8 See Report Project Supervisor

3.8 Report Accountant/Administrator

Paragraph 3.1 N.A

Paragraph 3.2 N.A

Paragraph 3.3 N.A

Paragraph 3.4 See report Project Supervisor

Paragraph 3.5 See Report Project Supervisor

Paragraph 3.6 See Report Project Supervisor

Paragraph 3.7 N.A

Paragraph 3.8 See Report Project Supervisor

Chapter 6 "Financial aspects"

This chapter should contain the next paragraphs

- 6.1 Expenditures of the last period compared to the budget (refer to annex I)

- 6.2 Fluctuation of prices and exchange rate (refer to annex II and III)
- 6.3 Major expenditures on investment (refer to annex IV)
- 6.5 Cash flow for the next period.
- 6.4 Deviations from budget
- 6.6 Orders abroad (refer to annex V)

Annex II : List of major items indicating the price at the beginning and at the end of the period.

Annex I : Overview of expenditures according to standard format.

Annex III : List of the Fluctuation of the exchange rate ZMK/DFL

Annex IV : Specification of expenditures under investments (9400).

Annex V : Overview of orders abroad.

The annex I to IV mentioned above are added to this paper as annex IV -VIII.

3.9 Reporting system RWHP-District level

3.9.1 Overview reporting system

Responsible staff	Frequency per month	Report send to	Copies send to	Maximum time to Submit after last period
-Community Adviser	1	Project Supervisor	.PEA/LO's .D.S.D.O	5 days
-Health Adviser	1	Project Supervisor	.PEA/LO's .D.H.I	5days
-Construction Foreman	4	Project Supervisor	-	a.s.a.p
-Precasting Foreman	4	Project Supervisor	-	1day
-Capitao	4	Project Supervisor	-	a.s.a.p
-Welder Foreman	4	Project Supervisor	-	1 day

3.9.2 Reports Community and Health Advisers
See Annex IX

3.9.3 Report Construction Foreman
see Annex X

3.9.4 Report Precasting Foreman
see Annex XI

3.9.5 Report Capitaos
Reports are made one notebooks as it appeared that forms were not clear to the capitaos, especially with regard to language this caused problems.
Information in the notebooks should be:
-Progress of work
-Location of rock layers
-Number of villagers participating
-Problems encountered.

3.9.6 Reports welding foreman
see Annex XIII

3.9.7 Monitoring
As stated in chapter II Monitoring is part of the reporting. In fact the reports from the technical District staff consist only of this element; no evaluation or planning is included. These tasks are the responsibility of the Project Supervisor.
It is important to realize that this activity of gathering information is not just something which has to be done, but is supposed to contribute to the overall task of monitoring the project's activities on District level.
The question is: for what purpose is this information used for, who is going to process and analyse it and which information is passed to a higher level.
If the writer as well as the reader of the reports do not clearly know for which purpose the information is gathered, there is no use of doing it.

3.9.8 Supervising
Another important aspect of reporting is the supervising of it, which means checking the reports and giving feedback to the reporter.
This should be done in monthly meetings especially with the Community and Health Advisers. In such a meeting the Project Supervisor will ask clarifications (if necessary) give comments and the CA's and HA's can give some explanations and background information.

Chapter IV Suggestions and recommendations

- 4.1 Plan in your programme a fixed (number of) day(s) to prepare and write the report e.g. the 4th and 5th of the month after the period.
- 4.1 Keep a file at hand to regularly make remarks on activities carried out. This makes it much easier to write your report by just going through your file.
You can think of making subdivisions in your file according to the framework described in this paper. (e.g 18-ringfile with tabs)
- 4.2 Make sure that you receive reports to you in time.
- 4.3 Read your last report, the Annual plan, parts of the Project Document each time before you write the report. Especially regard to planning this is important.
- 4.4 Try to reduce your text as much as possible without leaving important information out. If you have long text divide it into logical subparagraphs.
- 4.5 Stimulate your staff and encourage them to write the report by e.g. pointing out important information they came up with.

Annex I

Covering page

Department of Water Affairs

Quarterly report

Mechanical Supervisor

January-March 1990.

Rural Water For Health Project.

Annex II

CONTENT

1. Introduction
2. Summary
 - 2.1 Water supply facilities
 - 2.2 Sustainability
 - 2.3 Health benefits
 - 2.4 Institution aspects
 - 2.5 Additional points of interest.
3. Progress versus planning
 - 3.1 Water supply facilities
 - 3.2 Sustainability
 - 3.3 Participation and Education Programme
 - 3.4 Institutional strengthening
 - 3.5 Research/Investigation
 - 3.6 Liaison with other projects
 - 3.7 Mechanical Workshop
 - 3.8 Project management/organisation
4. Constraints /solutions and facilitating factors/action
 - 4.1 Constraints and solutions
 - 4.2 Facilitating factors/actions
5. Plans for next period.

Annex III

Overview maintenance /repair vehicles /machines and equipment

Description	(Reg No)	No of repair	Labour	Spareparts Lubricants	Diesel
1. Toyota L.C.P.U					
2. Toyota L.C.P.U					
3. Toyota L.C.P.U					
4. Toyota L.C.H.T					
5 Toyota L.C.H.T					
6. Toyota L.C.S.W					
7. Toyota L.C.S.W					
8. Merc.B.-Truck					
9. Merc.B.-Truck					
10. Trailer					
11. Generator					
12 "					
13 "					
14 "					
15. Pump (small)					
16. "					
17. "					
18. " (big)					
19. Compressor					
20. Jackhammers (pn)					
21. " (electr)					
22.					
23.					
24.					
Non Project					
Total					

CODE	DESCRIPTION	SOLWEZI		LUSAKA		NETHER	TOTAL	BUDGET	BALANCE
		ZMK	DFL	ZMK	DFL	DFL	DFL	DFL	DFL
9400	Procurement/Investment								
9410	Buildings								
9420	Machinery/inventory								
9430	Means of transport								
9440	Infrastructure								
9450	Raw materials								
9460	Foodstuff								
9470	Livestock								
9480	Transport and insurance								
9490	Miscellaneous								
	Total								
9500	Operational Costs								
9510	Housing								
9520	Expl./maintenance mach./equipment								
9530	Expl./maintenance transport								
9540	Office costs								
9550	Materials								
9560	Durable/non durable goods								
9570	Travelling/Subsistance								
9580	Transport and insurance								
9590	Various costs								
	Total								
9800	Contingencies								
	Total								

ANNEX IV

AVERAGE RATE (APPROX): 1ZMK = DFL

ZMK = ZAMBIAN KWACHA

DFL = DUTCH GUILDER

Annex V
Fluctuation prices

Description	Unit	Price start Period		Price end Period		Percentage + or -
		ZMK	Dfl	ZMK	Dfl	
Cement	bag					
Reinforcement wire	roll					
Crushedstones	m ³					
Steel	ton					
Paint	tin					
Shovel	p					
Hammer	p					
Overall	p					
Dupl. paper	ream					
Bucket	p					
Welding rods (2.5)	kg					
Engine oil	l					
Diesel	l					
Transport	ton, km					
Labour, general	ZMK/month					
<hr/>						
Average						

Annex VII

Specification major expenditure investment

Description	Unit	Quantity	Price	Total amount.
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Annex VIII

Overview orders abroad

Description	Date ordered	Date arrived	Quantity	Total value DF1
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B Training , workshops, seminars, visit to other project
Describe shortly : when, where, organised by whom, number
and kind of participants, subject(s), purposes results.

II Problems /constraints

Describe shortly the plobrem and /or constraints encountered in
this period, numbering them from 1 to.....

III Solution/adjustments undertaken or proposed

Describe shortly according to the numbers under II the solutions
or adjustment which are taken or should be taken according to
you

IV Suggestions.

Describe shortly the suggestion you have concerning:

- Design well construction
- Execution of Participation and Education Programme
- Cooperación within project and with other Ministries or organisations.

WEEKLY REPORT

WELL – CONSTRUCTION FOREMAN.

CODE:

NAME OF WELL: DISTRICT NAME OF FOREMAN:

NAMES OF CONSTRUCTION LABOURERS: 1 2 PERIOD FROM TO YEAR

	DIGGING FROM – TO– IN METERS BELOW SURFACE.	NUMBER OF PROJECT LABO – URERS PRESENT	NUMBER OF VILLAGERS PRESENT	WATERDEPTH EARLY IN THE MORNING IN METER BELOW SURFACE	REMARKS	TOTAL MAN– DAYS
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						

ANNEX X

WEEKLY REPORT

PRE - CASTING FOREMAN.

NAME OF PRE-CASTING FOREMAN PERIOD FROM TO YEAR: DISTRICT: WEEK NO:

	PRODUCTION							NUMBER OF LABOURERS PRESENT	NUMBER OF HOURS WORKED	TOTAL MAN - DAYS	TIME USED FROM TO		REMARKS
	LINERS				BRICKS		COVER PLATES				CONCRETE MIXER	VIBRA-TORS	
	B.P.	B.N.P.	S.P.	S.N.P.	B	S							
MONDAY													
TUESDAY													
WEDNESDAY													
THURSDAY													
FRIDAY													
SATURDAY													
SUNDAY													
TOTAL								/	/				

ANNEX X I

WEEKLY REPORT

WELDING FOREMAN

NAME OF FOREMAN:..... PERIOD FROM:..... TO:..... YEAR:..... DISTRICT:..... WEEK NO:.....

	PRODUCTION				NON PROJ HOURS	TOTAL HOURS	REMARKS
	WINDLASSES	HRS WORKED	OTHER JOBS	HRS WORKED			
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTAL							

ANNEX XII